



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

Division of School and Community Nutrition Programs
Room 229 State House • Indianapolis, IN 46204-2798 • 317/232-0506

To: All Child Nutrition Program Sponsors

From: Michael E. Gill, Director
Division of School and Community Nutrition Programs

Re: Procurement Documents

Date: August 2007

In an effort to help you with the procurement requirements of the National School Lunch Program, the State Agency has developed forms that can be used by Local Educational Agencies (LEAs). The current forms are for procuring distributors of food and non-food supplies. The forms include an 'Invitation to Bid', 'Invitation to Bid Instructions', and an 'Agreement/Contract'.

Once the 'Invitation to Bid' is properly completed, it can be used as the media release you would send to the local newspapers. The 'Invitation to Bid' and the 'Invitation to Bid Instructions' can be mailed to potential contractors.

The 'Invitation to Bid Instructions' describes the bid parameters. The instructions are general terms, but LEA specific instructions may be added. One addition would be the criteria for evaluating and awarding a bid including who will evaluate the bid and on what basis it will be awarded. Please be precise in your wording and follow it to the letter to avoid any legal problems.

The only other document that is needed to complete the procurement procedure is the 'Specifications' of what you are attempting to procure. Remember the use of brand names can only be used as a comparison. Be sure to be precise in the product description including size, weight, and packaging.

If you have any questions regarding this memorandum, please contact Frederick E. Powell by e-mail at fpowell@doe.state.in.us.

MEG/FEP